

OFFER OF WORK AFFIDAVIT

Personally appeared before me _____ who, being duly sworn, says (s) he is
(Name)

employed by _____
(Company Name) (Address)

_____, as _____, and is authorized
(Job Title)

to make this affidavit. That, on the _____ day of _____, 20 _____, (s) he

made ☐ an ORAL offer of work directly to, OR ☐ a WRITTEN offer of work by registered/certified mail to
(CHECK ONE)

(Name) (Social Security Number) (Address)

That this offer of work was for work as a _____ with
(Job Title)

(Company Name) (Address)

on _____ shift, daily hours from _____ to _____, at a rate of pay of _____.

The nature of the work offered was: ☐ Permanent; ☐ Temporary; ☐ Part-time; OR

☐ Other _____
(Explanation)

Reason given by claimant for refusal to accept offer of work (if known): _____

Remarks: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, 20 _____.

(Signature)

NOTE: AFFIDAVIT MUST BE COMPLETED IN ITS ENTIRETY TO BE CONSIDERED.

NOTARY PUBLIC FOR SOUTH CAROLINA

South Carolina Employment Security Commission

1550 Gadsden Street
P.O. Box 995
Columbia, South Carolina 29202

NOTICE TO EMPLOYER REGARDING AN OFFER OF WORK

When an employer wishes to make an offer of work to an individual who is filing claims for unemployment compensation, the offer of work must be made in accordance with Regulation 47-23 promulgated for the administration of the South Carolina Employment Security Law. That is, the offer must be made by one of the two following methods:

Oral Offer of Work:

Submit a sworn statement (*affidavit*) to the South Carolina Employment Security Commission, 1550 Gadsden Street, P.O. Box 995, Columbia, South Carolina 29202, within seven (7) days from the date of the oral offer setting forth the information as required in Paragraph C of the regulation. For your convenience a copy of Regulation 47-23 and a sample affidavit form containing the required information are attached.

Written Offer of Work:

Make an offer of work in writing setting forth the information required in Paragraph B of the regulation, and send the offer by registered or certified mail to the claimant's last known address with a copy by regular mail to the South Carolina Employment Security Commission, 1550 Gadsden Street, P.O. Box 995, Columbia, South Carolina 29202. The copy of the offer of work must be received by the Commission within seven (7) days after such offer of work was made.

If an employer fails to follow the instructions as set forth in Regulation 47-23 in making an offer of work, no disqualification will be imposed if the claimant fails to accept the offer.

The usual facilities of your local South Carolina State Employment Service are available to all employers for the recruitment and referral of qualified workers in accordance with the employer's specifications. Employers are urged to use these facilities in meeting their needs for workers.

REGULATIONS GOVERNING OFFERS OF WORK

"Regulation 47-23, Offers of Work:

A. Section 41-35-120(3) of the Act directs that a claimant may be disqualified from the receipt of benefits should he fail, without good cause, to apply for available suitable work, when so directed by the employment office or the Commission; or should he refuse to accept available work when offered him by the employment office or the employer; or should he decline to return to his customary self-employment (*if any*) when so directed by the Commission.

B A written offer of work made directly by an employer shall set out the nature of the work offered, the probable wages, and hours per week, the shift or daily hours of the proposed employment, the expected duration of employment, the time and place the claimant should report, and the name of the person to whom he is to report. No disqualification will be imposed by reason of the failure of a claimant, without good cause, to accept a direct offer of available and suitable work unless the employer submits a copy of such an offer to the Commission together with certification that it was either received and refused by the claimant, or that it was directed by registered or certified mail to the last known address of the claimant and that no response was made by the claimant; *provided, however, that no direct offer of work made in accordance with this section shall be considered unless a notice of such offer of work is received by the Commission within seven (7) days after such offer was made.*

C. An oral offer of work may be made directly by an employer, but before a claimant shall be disqualified to receive benefits by reason of his failure to accept, without good cause, available suitable work so offered a sworn statement shall be submitted by the employer to the Commission setting forth that the offer of work was made directly to the claimant, the nature of the work offered, the wages and the hours per week, the shift or daily hours of the proposed employment, the expected duration of the employment, the time and place the claimant should have reported for duty, and any reason given by the claimant for his refusal to accept the work; *provided, however, that no direct offer of work made in accordance with this section shall be considered unless a notice of such offer of work is received by the Commission within seven (7) days after such offer was made.*"